



# *Manager's Report*

*for Council Meeting of May 9, 2006*

## **BUSINESS LICENSES**

Angel's Breathe Learning Fun Day Care  
Antioch Construction, LLC  
Arcadia-Leesburg, LC  
Blue Star  
Capital Computers & Networks, Inc.  
Hunt Box Antiques  
IT Business Developers, LLC  
Joe Decoration  
Lamprich Enterprises  
Lingua Franca  
Porter Capital Group, LLC  
Raja Wear  
Roadstar Internet, Inc.  
Unseated Eye Photography

## **HUMAN RESOURCES**

New hires and terminations for the period of April 11 to April 28, 2006

### **New Hires**

None

### **Position**

### **Department**

### **Promotions**

None

### **Transfers**

None

### **Separations**

Tanya Lyons

Administrative Associate I

Planning & Zoning

**PLANNING, ZONING & DEVELOPMENT****CURRENT PLANNING DIVISION**

PLAN REVIEW ACTIVITY			
<b>PLANS REVIEWED DURING THE PERIOD OF: APRIL 19, 2006 – MAY 1, 2006</b>			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
B & M Motorcars TLPF-2006-0002 (911-913 Edwards Ferry Road)	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct a two-story 4,152 square foot building for vehicle sales and rental.
Town of Leesburg Executive Airport Perimeter Fence, Phase 1 Capital Improvement Plan TLCI-2006-0001	Capital Improvement Plan	1 <sup>st</sup>	Proposal to install a perimeter fence in conjunction with airport security.
Oaklawn, LLC, Lot 5A and Toll Road Investors Partnership II, LP Property TLBA-2005-0003	Boundary Line Adjustment Plat	2 <sup>nd</sup>	Proposal to adjust a boundary line in relation to the creation of the Toll Road/Battlefield Parkway interchange.
Oaklawn Townhouses, Section 1 TLFS-2006-0001	Final Subdivision Plat	2 <sup>nd</sup>	Proposal to create a subdivision for the construction of 100 townhouses and related infrastructure.
Fort Evans Plaza II (Carr Tank) International Pavilion (RPA-633-LC) TLBA-2005-0006 (550 Fort Evans Road, NE)	Boundary Line Adjustment Plat and Deed	3 <sup>rd</sup>	Proposal to adjust the boundary lines between the Town of Leesburg Carr Tank parcel and the surrounding parcels so that the Town parcel size increases allowing sufficient land for a 2 <sup>nd</sup> water tank.

<b>PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: APRIL 19, 2006 – MAY 1, 2006</b>			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Oaklawn Townhouses, Section 1 TLFS-2006-0001	Final Subdivision Plat	2 <sup>nd</sup>	Proposal to create a subdivision for the construction of 100 townhouses and related infrastructure.
Lowenbach Subdivision, Lot 96 TLDW-2006-0002	No Adverse Impact Plan (Development Plan Waiver)	1 <sup>st</sup>	Proposal to construct a single family residential dwelling and related infrastructure on an existing lot of record.
Loudoun National Bank TLPF-2006-0005	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct a bank at the intersection of Catocin Circle and South Street.

<b>PLANS APPROVED OR RECORDED DURING THE PERIOD OF: APRIL 19, 2006 – MAY 1, 2006</b>			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Leesburg Commerce Center (161-163 Fort Evans Road)	Preliminary/Final Development Plan		Approved - Proposal to construct 91,816 square feet of office and retail uses in two three-story buildings.
Leesburg Veterinary Specialists (165 Fort Evans Road)	Preliminary/Final Development Plan		Approved - Proposal to construct an 18,300 square foot veterinary clinic.
Leesburg Commerce Center (161-163 Fort Evans Road)	Right-of-Way Plat	3 <sup>rd</sup>	Recorded - Proposal to dedicate street right-of-way in relation to the construction of 91,816 square feet of office and retail uses in two three-story buildings.
Leesburg Veterinary Specialists (165 Fort Evans Road)	Easement and Right-of- Way Plat	3 <sup>rd</sup>	Recorded - Proposal to dedicate street right-of-way and creation of various easements in relation to the construction of an 18,300 square foot veterinary clinic.

**ZONING DIVISION**

**Zoning Permits Issued Residential**

None

**Zoning Permits Issued Commercial**

None

**Occupancy Permits Issued Residential**

4 SFD – Stowers

2 SFD – Turner Wilson

20 Multi-Family – Tavistock Farms

**Occupancy Permits Issued Commercial**

241 Fort Evans Road – Tumi, Inc.

**WATER & SEWER ADMINISTRATION**

**During this time frame there were:**

- 4 Public Facility Permits were issued totaling \$115,055.
- 3 work orders issued for meter sets
- 14 requests for occupancy inspection were issued.

**Capital Projects Update**

- One request for water and sewer system computer modeling was received.
- The contract for Carr Tank No. 2 and Rt. 643 Tank designs were awarded to the engineering firm of Hazen and Sawyer. A pre-design meeting was held to be followed by a field visit in mid-April.
- The miscellaneous water system improvements project will continue in the Carnaby Square subdivision.
- Six proposals were received from consulting firms in response to the Lower Sycolin Sewer Conveyance System. The contract will be awarded to the engineering firm of Dewberry.

**UTILITY LINES DIVISION**

**Routine Items Include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging
- sanitary sewer main cleaning in the northeast and northwest quadrants
- assisting the Water Pollution Control Facility in cleaning Cattail and Big Springs pump stations
- assisting Street Department with cleaning the storm drain at Wirt Street and Davis Avenue

**Summary Programs:**

- Seven new connections were made to the Town's utility system.
- Staff responded to 601 Miss Utility requests to locate utility lines.

## TOWN OF LEESBURG

Full-Time and Part-Time vacancies as of April 28, 2006

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<b>Balch Library</b>	1	Library Reference Specialist	1/26/06	√					
<b>Eng &amp; PW</b>	1	Senior Engineer (Plan Review)	7/14/05	√	√	√			
	1	Maintenance Worker I (Streets Div)	4/31/06	√	√	√			
<b>Finance</b>	1	Parking Enforcement Officer (PT)	12/06/05	√	√	√	√	√	
<b>Human Resources</b>	1	HR Director	6/30/05	√	√	√			
<b>Parks &amp; Recreation</b>	1	Building Supervisor (PT)	3/6/06	√	√	√			
	1	Sports and Fitness Rec. Program Super.	3/24/06	√	√				
	1	Custodian	4/21/06	√					
<b>Planning &amp; Zoning</b>	1	Sr. Planner	3/28/06	√					
	1	Urban Forester	3/14/06	√	√				
<b>Police</b>	5	Police Officer I	4/7/05	√	√	√			
	1	Crime Scene Specialist	3/1/06	√	√	√	√	√	
	1	Communications Tech	1/27/06	√	√	√			
<b>Utilities</b>	1	Utility Maintenance Supervisor	3/24/06	<b>Internal Recruit.</b>	√	√	√	√	√
<b>Total</b>	18								

John Wells  
Town Manager